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Chief, Management Staff

Chief, Suggestion Awards Staff

Weekly Report - Week Ending 31 October 1956

I. WORK COMPLETED

a. Training

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- (1) Mr. [] attended the National Association of Suggestion Systems Annual Convention in Chicago, Illinois on 29-30 October 1956. (16 hours)
- (2) Mr. [] attended the Navy Incentive Awards Conference held in Chicago 30-31 October. (8 hours)
- (3) Mr. [] attended the AMA movie on Integrated Data Processing. (1 hour)
- (4) Miss [] received on-the-job training. (16 hours)

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b. Agenda for Suggestion Awards Committee Meeting

On 29 October, Agenda were distributed for the Suggestion Awards Committee meeting to be held on 1 November.

c. Processing

Round Robin Packets 49, 50, and 59 including 30 suggestions recommended for approval were sent to Committee members for review. Packet 47 of ten such suggestions was returned from Committee review.

d. First Quarter Report to DB/S

The quarterly report to DB/S for the period 1 July to 30 September 1956 was delivered to ADB/S on 30 October 1956.

e. Promotion and Publicity

- (1) Receipts of new employee suggestions have doubled during October (92) over previous monthly average for July (44), August (44), and September (48). It is believed that this increase stems from these promotional devices;

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- (a) [redacted] published 23 July and distributed in August.
- (b) Honors and Suggestions Newsletter distributed to all employees 28 September.
- (c) 191 letters sent in September and October to previous award winners and multiple suggesters enclosing suggestion forms.
- (d) New posters (9"x12") displayed in 40 new locations on Employee Bulletin Boards.
- (e) Intelligence Products Exhibit in September and October.

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Attachment

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Approved For Release 2002/08/23 : CIA-RDP70-00211R000200130017-6